



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-ESS

3 August 2015

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel and Mission Partners

SUBJECT: Fort Belvoir Policy Memorandum #61, Installation Access Control Procedures

1. REFERENCES.

- a. Army Directive 2011-08 (Army Implementation of Homeland Security Presidential Directive-12), 26 May 2011.
- b. Army Directive 2014-05 (Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors), 7 March 2014.
- c. Army Regulation 190-13 (The Army Physical Security Program), 25 February 2011.
- d. IMCOM OPORD 15-031 w/Changes 1-5, Implement Access Control Procedures at IMCOM Installations, 21 November 2014.
- e. Directive-Type Memorandum (DTM) 09-012 w/ Changes 1-5, Interim Policy Guidance for DoD Physical Access Control, 3 March 2015.
- f. HQDA EXORD 033-15 Installation Access (Directed Actions), 7 November 2014.

2. PURPOSE. This memorandum establishes policies, responsibilities, and procedures for controlling access to Fort Belvoir.

3. APPLICABILITY. This policy pertains to all personnel attempting to enter Fort Belvoir.

4. POLICY. Security personnel will comply with the procedures for controlling access to Fort Belvoir. All individuals seeking entry onto Fort Belvoir will comply with the requirements set forth in this policy for gaining access to Fort Belvoir.

5. PROCEDURES.

a. **Screening and Vetting.**

(1) Screening (Identity Proofing). Security personnel performing installation access control will verify a person's need to have access to Fort Belvoir and perform a physical (touch) and visual inspection on all identifications of occupants. The inspection will include:

- (a) A visual match of the photograph on the card to the person presenting the identification (ID).

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(b) Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.

(c) Authenticating cards using the Automated Installation Entry (AIE).

(2) Vetting for Suitability.

(a) Security personnel will conduct a check of the records through the National Crime Information Center Interstate ID Index (NCIC-III) for personnel attempting to enter the installation. This is the Army's minimum baseline background check for entrance onto Fort Belvoir.

(b) Personnel in lawful possession of a valid form of the following ID credentials are authorized unescorted access onto Army installations without an NCIC-III check.

- DoD CAC (Department of Defense Common Access Card)
- DD Form 2A (ACT) (Active Duty Military Identification Card)
- DD Form 2 (ACT/RES) (Active and Reserve Identification Card)
- DD Form 2 (RET) (Retired Identification Card)
- DD Form 2S (ACT/RES) (Retired Reserve Identification Card)
- PIV Credentials (Personal Identify Verification) United States Government authenticated federal credentials
- DD 1173 (USUSIPC) (United States Uniformed Services Identification and Privilege Card) (personnel over the age of 18 only)

(c) Personnel in lawful possession of a valid form of the following identification credentials may only be authorized unescorted access onto the installation after a favorable NCIC-III check has been conducted:

- State valid driver's license
- Locally issued installation badge/pass
- School District Employee (SDE) identification (Temporary until the installation can produce an AIE badge for all employees)
- Transportation Security Agency (TSA) personnel issued a Transportation Worker Identification Card (TWIC)
- DD Form 2574 (AFESIPC) (Armed Forces Exchange Services and Privilege Card)
- AF Form 354 (AFCIC) (Air Force Civilian Identification Card)
- DD Form 1934 (GCIC) (Geneva Convention Identification Card) for medical and religious purposes
- DD Form 2764 (USDDUSCGCC) (United States Department of Defense/Uniformed Service Civilian Geneva Convention Card)
- DD Form 489 (GCIC) (Geneva Convention Identification Card for Civilians)

(d) Personnel under the age of 18 will not have a NCIC-III check conducted but will, at a minimum, have a wants/warrants, bar list, and driver's license check, when applicable.

(e) Official foreign visitors (e.g., foreign liaison officers, foreign exchange personnel, and cooperative program personnel) subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visit System-Confirmation Module (FVSCM) will be used to confirm that a proposed official visit to an Army installation by a foreign government representative has been approved through the FVSCM and to record the arrivals of such visitors. These approved foreign visitors are authorized to enter through Pence Gate, once the approved Foreign Visitor Request (FVR) has been received from Garrison's Directorate of Plans, Training, Mobilization and Security (DPTMS).

b. **Credentialing.** All non-DoD affiliated personnel gaining access to Fort Belvoir will be issued a locally-produced AIE badge and/or temporary pass after passing the vetting criteria to enter the installation.

(1) Passes for 30 days or less. The AIE paper pass is the approved short-term pass issued for access to Fort Belvoir. Paper passes will have the expiration date, must remain fully visible, and will be accepted through Tulley Gate or Davison Army Airfield only. The pass will be issued to those individuals requesting access to the installation for a period of 30 days or less, and only after a favorable NCIC-III has been conducted.

(2) Passes for more than 30 days. The Fort Belvoir AIE identification card (BAC) is a Defense Biometric Identification Data System (DBIDS)-like card with an imprinted photo and expiration date. The BAC will be issued to personnel who will need regular access to the installation for a period exceeding 30 days. These cards will be acceptable through all gates, unless otherwise specified.

c. **Trusted Traveler Program (TTP).**

(1) The TTP will only be used during Force Protection Condition (FPCON) Normal, Alpha, and Bravo. The program may also be temporarily suspended when special conditions exist under these FPCON levels.

(2) The TTP allows select individuals to vouch for all their immediate vehicle occupants. Only uniformed service members with a valid CAC, U.S. Government employees with a valid CAC, military retirees with a valid DoD identification card, and adult family members with a valid DoD dependent identification card may act as Trusted Travelers. TTP vehicle occupancy is limited to 7 personnel, unless special coordination is made with the installation.

(3) Trusted Travelers are responsible for the actions of all TTP occupants and for ensuring they meet all the security requirements for entering the installation. Non-DoD affiliated occupants will be escorted at all times while on the installation.

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(4) Contractors, regardless of issuance of a CAC, will not participate in the TTP.

(5) The TTP is limited to the Trusted Traveler categories listed above in paragraph 5c(2). All other personnel entering the installation, regardless of AIE passes/badges, cannot participate in the TTP.

d. Escorted Personnel.

(1) Non-DoD affiliated personnel who enter the installation without an NCIC-III check (e.g., TTP passengers) must be escorted at all times while on the installation.

(2) Escorted individuals must still present a valid state driver's license, state identification card with photo, a valid U.S. passport, or a valid foreign passport cleared by the State Department prior to receiving escorted access to the installation.

6. PROPONENT. The proponent for this policy is the Directorate of Emergency Services (DES) at 703-806-4024.


MICHELLE D. MITCHELL
Colonel, AG
Commanding